



State of Tennessee
Department of Commerce and Insurance
Board of Architectural and Engineering Examiners
500 James Robertson Parkway, Third Floor Nashville, TN 37243-1142
800-256-5758 615-741-3221 615-532-9410 (Fax)

Engineer Intern

(For individuals who are graduates of an EAC/ABET accredited undergraduate engineering curriculum of four (4) years or more or one that has been determined to be substantially equivalent)

You may fill out the application online. The application must then be printed because it must be signed by the applicant and the applicant's sponsor/reference.

Exam Dates and Application Deadlines

Test Dates	Application Deadline — Individuals w/ Undergraduate Engineering Degree (Application and Fee due in Board Office)
10/28/06	8/1/06
4/21/07	1/1/07
10/27/07	8/1/07
4/12/08	1/1/08
10/25/08	8/1/08
4/25/09	1/1/09
10/24/09	8/1/09
4/17/10	1/1/10
10/30/10	8/1/10
4/9/11	1/1/11
10/29/11	8/1/11
4/14/12	1/1/12
10/27/12	8/1/12
4/13/13	1/1/13
10/26/13	8/1/13

Fees

Cost of exam – **\$50**

Payment must be made at the time of application and the fee is not refundable. Submit the completed application and fee to the address on the application form.

Forms

(1) Application Form —

- ♦ Type or write your name in #1 on the application as you want it to appear on your certificate and in your permanent record.
- ♦ In # 9 provide an emergency contact to be called in the event of a medical emergency at the exam site.
- ♦ Fill out the application completely online or after downloading it. Sign the application and obtain the required signature from a sponsor/reference. An employer, company official, or former professor must sign your application as a sponsor or reference. Relatives or Board members are prohibited from serving as references.
- ♦ Submit the application and fee (payable to the **Tennessee Department of Commerce and Insurance**) to the Tennessee Board. The application must be received by the stated deadline. Any major modification of state approved forms may cause the Board to reject your application.

(2) Request-For-Transcript Form —

Submit the Registrar's letter to each post-high school institution attended. Your transcript(s) should be submitted directly to the Board office from each institution attended.

Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact [NCEES](#).

Applicants with Foreign Degrees

If you have a foreign undergraduate degree in engineering you must have your academic record evaluated by the Engineering Credentials Evaluation International (ECEI) of the Accreditation Board for Engineering and Technology (ABET) before submitting this application to determine if your degree is substantially equivalent to an engineering degree accredited by the ABET. You may contact ECEI at 211 E. Lombard St., Suite 357, Baltimore, MD, 21202, phone: 410-347-7738, or you can download an application from their website at [ecei.org](#). If ECEI has already evaluated your education, you need to request that a copy of the evaluation be sent to the Tennessee Board.

Scheduling Information

- ♦ The Board has contracted with NCEES for exam administration services, including the scheduling of candidates. NCEES will distribute test admission notices to approved candidates 2-3 weeks before the exam. For further information, visit the [NCEES](#) website.
- ♦ Correspondence will be mailed to your designated address. Include your zip code and apartment number if applicable.
- ♦ Notify the Board office immediately of any change of address.
- ♦ If you must postpone, contact the Board office as soon as possible prior to the scheduled exam date. A \$25 fee will be assessed if you postpone after the exams are ordered (generally 60 days prior to the scheduled exam date).

Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

Score Reporting

Exam scores are received approximately 75 days after the date of the exam; you will be notified, in writing, within 10 days from the day scores are received. Scores will be mailed to your designated address. Include your zip code and apartment number if applicable.

Scores are not released over the phone nor posted on the website.

Board Contact

If you have questions about any of this information call Wanda Phillips at 615-741-3221, 800-256-5758, or send an e-mail: wanda.phillips@state.tn.us.



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**APPLICATION FOR CERTIFICATION AS AN ENGINEER INTERN
(Fundamentals of Engineering Exam)**

THIS APPLICATION IS FOR INDIVIDUALS WHO HAVE ENGINEERING DEGREES

Answer **ALL** questions completely as applicable. Type or print legibly.

1. Full Name _____ Social Sec. # _____
Last First Middle

2. Date of Birth _____ Where _____
City State

3. Residence Address _____
_____ Phone # _____

4. Business Affiliation _____

Address _____
Street City State Zip

Phone # _____ Fax # _____ E-Mail Address _____

Address for Correspondence: ☐ Business ☐ Residence

5. Undergraduate Engineering Degree

College/University _____

Address _____

Engineering degree awarded _____ Date awarded _____

Major _____

6. ☐ Initial Application or ☐ Reapply Date previously sat for exam in Tennessee _____

7. I wish to be examined _____ at _____
Date Exam Location

8. I require special accommodations in taking an exam. ☐ Yes ☐ No
If the answer is yes, REFER to instructions for additional information.

9. Emergency contact (name and phone number): _____

10. Have you ever been convicted of a felony/felonies? ☐ Yes ☐ No
If yes, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.

TO BE COMPLETED BY APPLICANT

- I hereby apply for certification as an engineer intern by the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate.
- If this application is approved, I understand that I will be required to take and pass an 8-hour written exam before an engineer intern certificate will be granted.
- An engineer intern certificate, if granted, **will not** authorize me to practice engineering or make public use of the title “engineer” in the State of Tennessee; however, as an engineer intern certificate holder, I may use the title “engineer intern.”

Applicant's signature _____ Date _____

SECTION BELOW TO BE COMPLETED BY APPLICANT'S SPONSOR/REFERENCE

I believe that _____ is of good character and repute, and I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for certification as an engineer intern.

Sponsor/Reference's name (please print) _____

Signature of Sponsor/Reference _____

Title _____ Date _____



THE REGISTRAR

Dear Sir:

I am applying for registration as a/an

___ architect ___ engineer ___ engineer intern ___ interior designer ___ landscape architect

The Tennessee Board of Architectural and Engineering Examiners requires a transcript of my record.

I attended _____ from _____ to _____
College or University Date Date

and graduated on _____ with _____ degree in _____
Date Type of Degree

My social security number is _____
.

I will appreciate your forwarding a transcript of my record to:

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TN 37243-1142

as soon as possible, since my application will not be considered by the Board until the transcript is received in the Board Office.

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,